

6.7.8. Foreign Travel Grant Program

Financial support for university-related travel to foreign countries, in some instances, may be obtained through the foreign travel grant program. Because funds in this program are limited, grants are awarded on a competitive basis and for no more than 75% of the least expensive round trip air fare between Des Moines and the individual's destination or 75% of the lowest appropriate air fare between two destinations, whichever is less at the time the quote is obtained.

6.7.8.1. Eligibility.

All faculty may apply for foreign travel grants. Junior faculty who have an opportunity to participate in an international activity that is in the purview of the Foreign Travel Grant Program are encouraged to apply.

6.7.8.2. Categories of Foreign Travel.

Although foreign travel may be undertaken for a number of reasons, most foreign travel requests involve one or more of the following categories:

- long-term research projects in a foreign location
- shorter-duration research or collaborative efforts, often involving several related activities such as lecturing, graduate student recruiting, fund-raising, etc.
- presentations at foreign conferences
- faculty exchanges

6.7.8.3. Application and Review.

Information and application forms are available from the Faculty Senate website: <http://www.facsen.iastate.edu/Foreigntravel/foreigntravel.htm>.

Applications are reviewed and grants are awarded three times a year by the Faculty Senate Recognition and Development Committee.

IOWA STATE UNIVERSITY

FOREIGN TRAVEL GRANT APPLICATION RULES & GUIDELINES

1. Members of the budgeted staff with faculty rank are eligible for foreign travel grants. The *ISU Faculty Handbook* (latest edition) has the official rules.
2. Travel to and from **one** location per grant request is allowed.
3. Group applications will not be considered except in extraordinary circumstances in which the foreign activity is clearly a group activity.
4. Application Procedures:
 - a. Normally an application should be submitted before travel. Applications should be submitted to your Chair for fall review if travel will occur during fall or spring semester, for spring review if travel is planned during spring or summer and for late spring review if travel is planned during summer or fall.
 - b. If your request was not funded, you may reapply if the timing is appropriate.
 - c. If a faculty member becomes aware of a travel opportunity after the previous review and if travel would occur before the next review, an application may be submitted after travel has occurred. Documentation of the chronology that prevented the applicant from meeting the previous review deadline must be included with the application. If the application is not funded, reapplication is not permitted.
 - d. Junior faculty who have an opportunity to participate in an international activity that is in the purview of the Foreign Travel Grant program are encouraged to apply.
 - e. Applications from faculty who are leading student study or tour groups are not reviewed by this committee.
 - f. There must be a two year interval between trips funded by this program.
 - g. For FY 2007-2007 applications must be in the Faculty Senate Office by noon according to the dates below:

Travel Starting Date

16 August 2007 - 13 May 2008
17 January 2008 - 15 August 2008
16 May 2008 - 16 January 2009

Due Date

5 October 2007
25 January 2008
4 April 2008

Colleges will set individual deadlines to meet their own review needs.

5. Application forms are available through the Dean's office, from the College representative to the Faculty Senate Committee on Recognition and Development, or from the Faculty Senate homepage (<http://www.facsen.iastate.edu/Foreigntravel/foreigntravel.htm>). Only application forms with the revision date of 7/07 should be used.
6. Awards will be 75% of the lowest appropriate round trip fares as quoted by ~~an one-of-the-two~~ ISU Official Travel Agent, obtained by the Faculty Senate Office. Awards will not exceed 75% of lowest quoted appropriate air fare from Des Moines to a single principal city or, if the applicant chooses to have travel originate outside of Des Moines, 75% of the lowest appropriate air fare between that place and a single principal city, whichever is less. It is unnecessary for applicants to obtain fare information. Applicants should not request fares.
7. The committee will evaluate the proposal and the supporting information suggested below in items 8 and 9. For this reason, a CV is no longer required. Please do not submit it. (Exception: LAS requires a CV for college action, but the CV is not forwarded to the university committee.)
8. Copies of letters of invitation to speak, perform, lecture, comment, etc., and of acceptance(s) of paper(s), should be attached. Include translations of any foreign language materials. The papers themselves are not needed.
9. Include any other relevant material pertaining to the conference, workshop, performance site, organization, association, etc., that may assist the Faculty Senate Committee on Recognition and Development in determining the significance of the proposed travel.
10. Applicants who have had previous FTGs are asked to describe briefly what benefits accrued as a result of the grant.

